

New Business Checklist

Getting ready to start a business?
Here's a checklist to start on the right track.
Creating a strong foundation for success.

Starting a business requires the following:

- Company structure determined by liability and taxation – ask a tax professional.
- Employer Identification Number (EIN) you can go to IRS.gov
- Corporate Bank Accounts: checking and savings
- NV State Business License (annual), Officers List, (annual) and Business Registration (at creation & as amended) @ NVSOS.gov
- City or County Licenses (semi-annually) @ ClarkCountyNV.gov
- Sales or Use Tax License if your selling tangible personal property @ www.Tax.NV.gov
- Insurance needs: speak with an insurance professional
- Accountant: creates an accounting system for profitable decision making.
- Complimentary Business Coaching: visit ScoreLV.org

Organization Needs

- Create a secured Password list to include account numbers and log in info
- Filing system for legal documents, invoices, bank statements, receipts, etc.

Team members needed:

- Accountant:**
- Tax Preparer:**
- Insurance agent:**
- Payroll company:**

The information provided above is meant to be used as a reference only. Gina Webb Accounting is not accountable for information provided. Please consult an accountant, tax preparer and insurance agent for specific recommendations related to your business entity and tax structure